COMPUTER TECHNOLOGY: INTRODUCTION

Curriculum Content Frameworks

Prepared by

Tracy Laird, West Fork High School
Samantha Prince, Pottsville High School
Shantel Raper, Osceola High School
Amy Rust, Dardanelle High School
Penny Veal, Piggott High School
Mary Wyatt, Gosnell High School

Facilitated by

Karen Chisholm, Program Manager
Office of Assessment and Curriculum
Arkansas Department of Workforce Education

Edited by

Sandra Porter, Program Manager
Jim Brock, Program Advisor
Ted Dean, Program Advisor
Ginger Fisher, Program Advisor
LaTrenda Jackson, Program Advisor
Office of Business/Marketing Technology
Arkansas Department of Workforce Education

Disseminated by

Career and Technical Education
Office of Assessment and Curriculum
Arkansas Department of Workforce Education

Development/Revision Began: 11/2004

Placed on the Web: 11/2005

Curriculum Content Frameworks

COMPUTER TECHNOLOGY: INTRODUCTION

Grade Levels: 7, 8 Course Code: 399040	Prerequisite: Keyboarding
Course Description: Computer Technology: Introduction is a one-semester course designed to prepare seventh- and eighth-grade students with an introduction to computers and business applications that are necessary to live and work in a technological society. Emphasis is given to data entry, computer concepts and operations, programming and design, computer software, implications of technology in society, and ethics. The course is designed to provide students with an understanding of the business, industrial, and scientific area in which the computer is used.	

Table of Contents

Unit 1: Computer Literacy
Hours: 10

Terminology: Arithmetic/Logic Unit (ALU), Binary number system, Bit, Byte, Central Processing Unit (CPU), Computer, Computer system, Control unit, Data, Desktop, File, File management, Folder, Handheld computer, Hardware, Icon, Input, Input device, Laptop computer (notebook computer), Mainframe computer, Main memory, Monitor, Motherboard, Mouse, Optical storage device, Output, Output device, Parallel port, Peripheral, Personal computer, Printer, Random Access Memory (RAM), Read-Only Memory (ROM), Serial port, Software, Storage, Super computer, USB port, User, Window

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.1	Discuss the computer and its uses in today's society	1.1.1	Write a report discussing the impact of computer technology on society	Foundation	Listening	Comprehends ideas and concepts related to computer uses in today's society [1.2.1]
		1.1.2	Create a timeline showing the evolution of computers			Evaluates oral information/presentation [1.2.2]
		1.1.3	Compare categories of computers		Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
				Thinking	Seeing Things in the Mind's Eye	Organizes and processes images [4.6.1]
1.2	Describe career opportunities involving computers	1.2.1	Investigate computer careers	Personal Management	Career Awareness, Development, and Mobility	Explores career opportunities [3.1.5]
		1.2.2	Analyze the impact of computers in future careers			
				Thinking	Reasoning	Uses logic to draw conclusions from available information [4.5.6]
1.3	Identify computer components	1.3.1	List the parts and components of a computer	Foundation	Listening	Listens to follow directions [1.2.6]
					Writing	Uses technical words and symbols [1.6.20]
		1.3.2	Locate the motherboard with the CPU, memory, power supply, expansion clots, ports, and drives	Thinking	Reasoning	Comprehends ideas and concepts related to computer components [4.5.2]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
1.4	Explain output/input devices	1.4.1	Identify input devices	Foundation	Listening	Comprehends ideas and concepts related to input/output devices [1.2.1]
		1.4.2	Identify output devices			Evaluates oral information/ presentation [1.2.2]
1.5	Explain Random Access Memory and Read-Only Memory	1.5.1	Define RAM, and give examples of RAM memory	Foundation	Listening	Comprehends ideas and concepts related to RAM and ROM [1.2.1]
		1.5.2	Define ROM and give examples of ROM memory			Evaluates oral information/presentation [1.2.2]
1.6	Explain how data is represented in a computer	1.6.1	Develop a chart that illustrates bits vs. bytes	Foundation	Listening	Comprehends ideas and concepts related to computer data [1.2.1]
		1.6.2	Illustrate a binary number system			Evaluates oral information/presentation [1.2.2]
					Writing	Uses technical words and symbols [1.6.20]
1.7	Explain storage devices	1.7.1	Describe appropriate types of storage devices and their uses	Foundation	Listening	Listens to follow directions [1.2.6]
		1.7.2	Describe appropriate ways to care for storage devices			
1.8	Explain basic file management	1.8.1	Create files and folders	Foundation	Listening	Listens to follow directions [1.2.6]
		1.8.2	Locate and retrieve a file and folder	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

Unit 2: Computer Software
Hours: 2

Terminology: Application software, Local Area Network (LAN), Network, Network operating system, Operating system software, System software, Topology, Utility software, Wide Area Network (WAN)

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
2.1	Explain operating system software	2.1.1	Cite examples of operating system software	Foundation	Listening	Comprehends ideas and concepts related to operating system software [1.2.1]
					Reading	Applies/Understands technical words that pertain to subject [1.3.6]
2.2	Explain application software	2.2.1	Cite examples of application software	Foundation	Listening	Comprehends ideas and concepts related to application software [1.2.1]
					Reading	Identifies relevant details, facts, and specifications [1.3.16]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
2.3	Explain utility software	2.3.1	Cite examples of utility software	Foundation	Listening	Comprehends ideas and concepts related to utility software [1.2.1]
		2.3.2	Describe uses of various types of utility software		Reading	Identifies relevant details, facts, and specifications [1.3.16]
					Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
2.4	Explain network operating systems	2.4.1	Cite examples of network topologies	Foundation	Listening	Comprehends ideas and concepts related to network topologies [1.2.1]
		2.4.2	Label a diagram of a network topology	Thinking	Seeing Things in the Mind's Eye	Organizes and processes images, symbols, pictures, graphs, objects [4.6.2]

Unit 3: Word Processing/Desktop Publishing
Hours: 12

Terminology: Active/open document, Bullets, Clip art, Clipboard, Copy, Curser, Cut, Default, Desktop publishing, Editing, Font, Formatting, Grammar checker, Graphics, Landscape orientation, Menu bar, Page views, Paste, Portrait orientation, Print, Print preview, Save, Save as, Spell checker, Status bar, Template, Thesaurus, Word processing, Word wrap

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
3.1	Explain word processing software	3.1.1	Define *word processing*	Foundation	Listening	Listens to follow directions [1.2.6]
		3.1.2	Label parts of a word processing window		Reading	Comprehends written information for main ideas [1.3.7]
				Thinking	Reasoning	Comprehends ideas and concepts related to word processing [4.5.2]
3.2	Explain the purpose, function, and common features of commonly used word processing programs	3.2.1	Create and save a document	Foundation	Listening	Comprehends ideas and concepts related to word processing [1.2.1]
		3.2.2	Retrieve, proofread, edit, and print documents		Science	Uses equipment and techniques to create a business document [1.4.23]
		3.2.3	Create a word processing document incorporating a graphic		Writing	Checks/Edits/Revises documents for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
					Seeing Things in the Mind's Eye	Organizes and processes images, symbols, pictures, graphs, objects [4.6.2]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
3.3	Identify desktop publishing layout and design techniques	3.3.1	Design a layout for a desktop publication, using good design techniques	Foundation	Listening	Comprehends ideas and concepts related to desktop publishing [1.2.1]
					Reading	Comprehends written information for main ideas [1.3.7]
					Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
						Organizes information in an appropriate format [1.6.10]
3.4	Explain the purpose, functions, and common features of commonly used desktop publishing programs	3.4.1	Create a desktop publication, incorporating graphics, text, color, and lines	Thinking	Creative Thinking	Creates new design by applying specified criteria [4.1.3]
		3.4.2	Retrieve, edit, format, and print a desktop publication			

Unit 4: Presentation Graphics
Hours: 10

Terminology: Animation, Audience handouts, Custom animation, Design template, Electronic presentation, Presentation graphics program, Slides, Speaker notes, Transitions

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
4.1	Explain presentation graphic software	4.1.1	List the advantages of using visuals in a presentation	Foundation	Listening	Comprehends ideas and concepts related to graphics software [1.2.1]
		4.1.2	List environments for graphic presentations		Reading	Analyzes and applies what has been read to a specific task [1.3.2]
						Applies information and concepts derived from printed materials [1.3.3]
						Draws conclusions from what is read [1.3.12]
					Writing	Adapts notes to a proper form [1.6.1]
						Checks, edits, and revises documents for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Thinking	Reasoning	Applies rules and principles to a new situation [4.5.1]
						Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
4.2	Explain purpose, functions, and common features of commonly used presentation programs	4.2.1	Create and print an electronic presentation, using available software	Foundation	Reading	Analyzes and applies what has been read to a specific task [1.3.2]
		4.2.2	Display and explain presentation to peers		Writing	Adapts notes to a proper form [1.6.1]
		4.2.3	Critique presentations			Checks, edits, and revises documents for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
						Develops visual aids to create audience interest [4.1.4]

Unit 5: Spreadsheets
Hours: 8

Terminology: Active cell, Cell, Cell address, Column, Formula, Formula bar, Function, Label, Row, Spreadsheet, Value

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
5.1 Explain spreadsheets	5.1.1 Define *spreadsheets*	Foundation	Reading	Comprehends main ideas from written information [1.3.7]
	5.1.2 Label the parts of a spreadsheet	Thinking	Reasoning	Comprehends ideas and concepts related to spreadsheets [4.5.2]
5.2 Explain the purpose, function, common features of commonly used spreadsheets	5.2.1 Apply basic spreadsheet features and functions to produce a spreadsheet	Foundation	Reading	Comprehends main ideas from written information [1.3.7]
	5.2.2 Create and save a spreadsheet		Science	Uses equipment and techniques to create a spreadsheet [1.4.23]
	5.2.3 Retrieve, edit, format, and print a spreadsheet	Thinking	Reasoning	Comprehends ideas and concepts related to spreadsheets [4.5.2]
				Sees relationship between two or more ideas, objects, or situations [4.5.5]

Unit 6: Databases
Hours: 5

Terminology: Ascending sort, Database, Descending sort, Field, Form, Record, Sort, Table

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**		**Skill Group**	**Skill**	**Description**
6.1 Explain databases	6.1.1	Define *databases*	Foundation	Reading	Comprehends main ideas from written information [1.3.7]
	6.1.2	Label the parts of a database window	Thinking	Reasoning	Comprehends ideas and concepts related to databases [4.5.2]
6.2 Explain the purpose, function, and features of commonly used databases	6.2.1	Apply basic database features to produce simple records	Foundation	Listening	Uses equipment and techniques to create a business document [1.2.24]
	6.2.2	Create and save a database file		Reading	Comprehends main ideas from written information [1.3.7]
	6.2.3	Enter records into a table		Writing	Composes and creates documents -- letters, manuals, reports, proposals, graphs, flow charts, etc. [1.6.8]
	6.2.4	Sort and display specific data in ascending and descending order			Organizes information in an appropriate format [1.6.10]
					Records data [1.6.16]
			Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

Unit 7: Internet
Hours: 8

Terminology: Acceptable use policy, Address bar, Attachment, Bookmark/favorite, Browser, Browser history, Cookies, Domain name, Download, Electronic mail, Emotioncon, Home page, Hyperlink (link), Hypertext Markup Language (HTML), Internet, Internet Service Provider (ISP), Keywords, Search engine, Toolbar, Universal Resource Locator (URL), Web site, World Wide Web (WWW)

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
7.1	Explain the Internet, World Wide Web, e-mail, and their uses	7.1.1	List ways to connect to the Internet	Foundation	Listening	Comprehends ideas and concepts related to the Internet, WWW, e-mail, and networks [1.2.1]
		7.1.2	Describe common uses of the Internet			
		7.1.3	Copy and save text, Web pages, and images from the Internet		Reading	Comprehends main ideas from written information [1.3.7]
		7.1.4	Evaluate Web sites		Writing	Organizes information in an appropriate format [1.6.10]
		7.1.5	Discuss connection between Internet, World Wide Web, and e-mail	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
7.2	Explain the role of Internet Service Providers (ISP)	7.2.1	Cite examples of Internet Service Providers (ISP)	Foundation	Listening	Comprehends ideas and concepts related to Internet Service Providers (ISP) [1.2.1]
					Reading	Identifies relevant details, facts, and specifications [1.3.16]
					Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
				Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**		**Skill Group**	**Skill**	**Description**
7.3 Describe browser programs	7.3.1	Demonstrate address and menu bar options on your browser software program	Foundation	Listening	Comprehends ideas and concepts related to browsers [1.2.1]
	7.3.2	Collect a list of Internet sites		Reading	Comprehends main ideas from written information [1.3.7]
	7.3.3	Use different search engines to find information		Writing	Organizes information in an appropriate format [1.6.10]
	7.3.4	Access and explore available Web sites on the Internet			Records data [1.6.16]
			Thinking	Knowing how to Learn	Locates appropriate learning resources to acquire or improve knowledge and skills [4.3.3]
					Uses available resources to apply new skills [4.3.6]
				Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]

Unit 8: Creating Web Pages
Hours: 5

Terminology: Body, Head, Heading, List, Title, Web page

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		**Application**		**Skill Group**	**Skill**	**Description**
8.1	Explain the use and purpose of Web pages	8.1.1	Access and explore available Web pages	Foundation	Listening	Comprehends ideas and concepts related to Web pages [1.2.1]
		8.1.2	Research Web page uses	Thinking	Reasoning	Sees relationship between two or more ideas, objects, or situations [4.5.5]
8.2	Explain Web pages	8.2.1	Plan a Web page	Foundation	Listening	Listens to follow directions [1.2.6]
		8.2.2	Create and save a Web page		Writing	Applies/Uses technical words and concepts [1.6.4]
		8.2.3	Add headings, bold and italicized text, lists, hyperlinks, graphics, and background	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
		8.2.4	Retrieve, edit, format, and print a Web page document			Combines ideas or information in a new way [4.1.2]

Glossary
Unit 1: Computer Literacy

1. Arithmetic/Logic Unit (ALU) – performs arithmetic computations and logical operations
2. Binary number system – a numeric system that represents all numbers using only two digits: 1 and 0
3. Bit – a 0 or 1
4. Byte – eight bits; also called a character
5. Central Processing Unit (CPU) – also called the microprocessor, the processor, or the central processor; the "brains" of the computer
6. Computer – an electronic device that receives data, processes data, stores data, and produces a result (output)
7. Computer system – a combination of hardware, software, and data working together
8. Control unit – the "boss" so to speak; coordinates all of the CPU's activities; uses programming instructions to control the flow of information through the processor by controlling what happens inside the processor
9. Data – the information that is entered into the computer to be processed; data can consist of text, numbers, sounds, images, databases, or a collection of related data
10. Desktop – a graphical user interface (GUI) used to access applications such as those used with Macintosh operating systems or Windows operating systems; the on-screen background
11. File – all information stored in a computer
12. File management – allows the user to perform tasks, such as copying, moving, and deleting files
13. Folder – a logical location created by the user to store files
14. Handheld computer – an electronic device that can be held in the hand (sometimes called a PDA)
15. Hardware – the tangible, physical equipment that can be seen and touched
16. Icon – a small image that displays on the screen to represent a program, document, or some other object
17. Input – data that is entered into the computer system via an input or storage device
18. Input device – enables you to input data and commands into the computer
19. Laptop computer (notebook computer) – a portable, personal computer small enough to fit on a lap

20. Mainframe computer – a large, very powerful computer that can handle hundreds or thousands of connected users simultaneously and store tremendous amounts of data, instructions, and information

21. Main memory – Random Access Memory (RAM); short-term memory; where data, information, and program instructions are stored

22. Monitor – a video display screen; can be either monochromatic or color

23. Motherboard – a circuit board that contains many integral components; some of the most important of these components are the Central Processing Unit (CPU), memory, basic controllers, and expansion ports and slots

24. Mouse – a pointing device that rolls around on a flat surface and controls the pointer on the screen

25. Optical storage device – uses laser technology to read and write data on silver platters

26. Output – data that has been processed into a useful form; called information

27. Output device – any hardware component that can communicate information to a user – e.g., printer, monitor, speakers, headsets, data projector, and facsimile machine

28. Parallel port – transmits data eight bits at a time

29. Peripheral – any hardware device connected to a computer – e.g., monitor, keyboard, printer, disk, tape, graphics tablet, scanner, joystick, paddle, and mouse

30. Personal computer – also called a PC or desktop computer; used at home or at the office by one person; its size and shape allow it to fit on top or under a desk

31. Printer – an output device that transfers data to a paper format

32. Random Access Memory (RAM) – See Main memory

33. Read-Only Memory (ROM) – manufacturers' chips found throughout the computer system that store specific instructions needed for computer operations; nonvolatile memory instructions remain on the chip whether the power is on or off

34. Serial port – a connection on the computer through which bits travel in single file

35. Software – the tangible set of instructions that tell the computer what to do

36. Storage – a hardware device that permits storage of data

37. Super computer – the fastest, most powerful, and expensive computer capable of processing more than 12 trillion instructions per second

38. USB port – a port that can connect up to 12 different peripheral devices to the system unit with a single connector type

39. User – the person interacting with the computer system

40. Window – rectangular area of the screen; used to display a program, data, or other information; can be resized and moved around the screen

Unit 2: Computer Software

1. Application software – widely referred to as productivity software; some of the more commonly used application programs are word processors, database systems, presentation systems, spreadsheet programs, and desktop publishing programs

2. Local Area Network (LAN) – a network generally confined to one geographical area

3. Network – connects one computer to other computers and peripheral devices; enables the computer to share data and resources

4. Network operating system – allows a group of two or more microcomputers to be connected

5. Operating system software – provides an interface between the user or application program and the computer hardware

6. System software – a group of programs that coordinate and control the resources and operations of a computer system; enables many components of the computer system to communicate; three categories of system software are operating systems, utilities, and language translators

7. Topology – the geometric arrangement of how the network is set up and connected

8. Utility software – software that performs a specific task, usually related to managing a computer, its devices, or its programs

9. Wide Area Network (WAN) – a number of connected networks that cover a large geographical area; the Internet is an example

Unit 3: Word Processing/Desktop Publishing

1. Active/open document – a document that is currently open or being used
2. Bullets – large printed dots or other shapes used to highlight items in a printed list
3. Clip art – a set of canned images used to illustrate word processing and desktop publishing documents
4. Clipboard – a reserved section of memory that is used as a temporary holding area for data that is copied or moved from one application to another using the copy, cut (move), and paste menu options
5. Copy – to copy text or graphics from a document, and place it on the clipboard
6. Curser – a marker that can be moved about the screen (using the keyboard, a mouse, or a joystick)
7. Cut – to remove text or graphics from a document, and place it on the clipboard
8. Default – the original factory settings
9. Desktop publishing – the process of producing professional-looking documents – such as flyers, brochures, reports, newsletters, and pamphlets – using a personal computer and a color printer
10. Editing – changing an existing document
11. Font – a typeface, size, and style
12. Formatting – the ability to control the appearance of the text, the layout of the text, other objects on the page, spacing, margins, indentions, alignments (you can format characters, paragraphs, or the entire document)
13. Grammar checker – checks each sentence in the document, and points out grammatical errors, such as subject and verb agreement, sentence fragments, sentence structure, sentence length, and punctuation; offers advice on how to reword the sentence
14. Graphics – the art or science of conveying information through the use of display media, such as graphs, letters, lines, drawings, and pictures
15. Landscape orientation – documents that are wider than they are long
16. Menu bar – the location on the screen where the commands that you will use are displayed
17. Page views – the different forms a document can be viewed in, e.g., normal, draft, page layout, and two pages
18. Paste – to place text or graphics from the clipboard into a document
19. Portrait orientation – documents that are longer than they are wide
20. Print – the process of seeing a file to a printer to generate output on a medium such as paper

21. Print preview – allows the document to be viewed in full-page format to check the layout prior to printing

22. Save – the process of copying items needed for future use from memory to a storage device before the power is turned off

23. Save as – the process of naming the new document to be saved to a storage device or renaming a document

24. Spell checker – the process of checking the spelling of words in a document against a dictionary of known words and offering advice on how to make corrections

25. Status bar – displays information about the document – e.g., current page number, total pages in the document, location of cursor, and the status of some of the specialized keys

26. Template – a pre-designed document that is already formatted; word processing programs have templates for letters, reports, newsletters, memos, and faxes

27. Thesaurus – assists with using different words in a document by suggesting synonyms

28. Word processing – one of the most common software applications for computers today; provides the capability to handle text, which makes it easy to create (and modify) all kinds of documents, from simple one-page documents to multipage reports to flyers to brochures to books

29. Word wrap – text that will wrap around the right margin and continue on the next line

Unit 4: Presentation Graphics

1. Animation – the special visual or sound effects that you can add to text or to an object for a presentation

2. Audience handouts - the print options for a presentation that allow the audience to have hard copies

3. Custom animation – animating each object on the slide separately; can be set to occur on a mouse click or automatically after a specified time; sounds can be combined with visual effect and much more, depending upon the user's needs and wishes

4. Design template – professionally designed formats that contain color schemes with custom formatting and styled fonts all designed to create a special unified look

5. Electronic presentation – allows the presenter to bring together and present a variety of special effects and features; programs that are excellent for creating an on-screen show

6. Presentation graphics program – a program used primarily to create presentations for business and educational purposes; often containing charts and graphs

7. Slides – a collection of visual aids needed to give a presentation that can contain text, graphics, sounds, video clips, music, animations, charts, and a variety of other elements

8. Speaker notes – the notes you type in the Notes pane of Normal view or Notes Page view; they do not appear in the slide show but can be printed and used as speaker cues to aid the person leading the show

9. Transitions – the manner in which one slide is removed from the screen and the next one appears

Unit 5: Spreadsheets

1. Active cell – the cell in a worksheet currently available for use; typically has a box around it
2. Cell – a storage location within a worksheet; formed by the intersection of a row and a column
3. Cell address – the location of a cell within a worksheet; a combination of the column letter and row number that intersect at a specific cell
4. Column – in a worksheet, columns run down the screen vertically and are identified by a letter across the top of the grid
5. Formula – a mathematical expression used in a worksheet
6. Formula bar – appears directly below the toolbar in a worksheet, and displays a formula when the cell of a worksheet contains a calculated value
7. Function – a built-in formula or process included in a spreadsheet package that is used to perform calculations automatically
8. Label – information describing some part of a worksheet; used to identify what the numbers (values) mean
9. Row – in a worksheet, rows run across the screen horizontally and are identified by numbers at the left of the grid
10. Spreadsheet – a tool used for solving problems; basically a calculator that uses the computer's memory to solve mathematically oriented problems
11. Value – a single piece of numeric data used in the calculations of a worksheet

Unit 6: Databases

1. Ascending sort – sort that arranges records from A-Z or smallest-largest
2. Database – a collection of related data or files
3. Descending sort – sort that arranges records from Z-A or largest-smallest
4. Field – a single data item with a record
5. Form – allows data to be displayed in a custom format
6. Record – a collection of related data fields that make up a single unit
7. Sort – the process of organizing a set of records in a particular order, such as alphabetically or by date
8. Table – a file in a relational database management system; each table is composed of columns, each containing a single field, and rows, each containing a single record

Unit 7: Internet

1. Acceptable use policy – a policy that institutions use to explain appropriate use of computers, hardware, software, Internet, e-mail, and other aspects pertaining to their computers

2. Address bar - an area of the screen that contains the address of the active Web page; also where the location of the Web page to be visited is to be typed

3. Attachment – a document or graphic that is attached to or accompanies e-mail

4. Bookmark/favorite – a site or location you have specially marked so you can locate it again

5. Browser – a software program that is used to retrieve documents from the World Wide Web (WWW)

6. Browser history – a display of a record of all the sites visited on a particular computer in the past 20 days

7. Cookies – bits of information about Web sites visited that are stored in a small text file on your computer

8. Domain name – the portion of a Web site name that identifies the type of site

9. Download – the process of receiving information, such as a Web page, onto a computer from a server on the Internet

10. Electronic mail – the capability to send a message from one person's computer to another person's computer where it is stored until read by the receiver

11. Emotioncon – a special symbol created from keyboard characters that is supposed to express a particular emotion

12. Home page – the first page displayed when the browser is launched or a Web site is accessed

13. Hyperlink (link) – an area of a Web page that, when highlighted and clicked on, will link to another location on the Web

14. Hypertext Markup Language (HTML) – a programming language that allows the author to place invisible tags into a Web page when creating it to tell the Web browser how the page should appear on the computer screen

15. Internet – originally developed for the government to enable researchers around the world to share information; it is the largest network (computers connected together) in the world

16. Internet Service Provider (ISP) – a business that has a permanent Internet connection and provides temporary connections to individuals and companies for free or for a fee

17. Keywords – words that describe the information to be located while searching for data on the Web

18. Search engine – an Internet tool that helps locate information on the Internet

19. Toolbar – an area on the screen where icons (little pictures) of commonly used commands are displayed

20. Universal Resource Locator (URL) – a Web site address

21. Web site – a collection of related Web pages

22. World Wide Web (WWW) – a subset or an application that makes use of the Internet (the Internet can exist without the World Wide Web, but the WWW cannot exist without the Internet)

Unit 8: Creating Web Pages

1. Body – a part of a Web page that contains information identifying the intended audience and purpose of the information

2. Head - the HTML tag that, when encountered by a Web browser, indicates the beginning, or top, of a Web page

3. Heading – the HTML tag that includes type face, size, and spacing above and below headings

4. List – a way to arrange and organize data on a Web page; HTML uses three types of lists: unordered, ordered, and definition

5. Title – the name of a Web page

6. Web page – combines text with audio, video, and animation in a graphical format that can be viewed on the Internet; each Web page is identified by a unique address